

**PSI Council Public Meeting Minutes**  
**Minutes of meeting number 141 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08.30 am on Thursday, March 7<sup>th</sup>, 2024.**

**Agenda Item A - Attendees & Apologies**

<b>Name</b>	<b>Role</b>	<b>Present (Yes/No)</b>
Ms. Katherine Morrow	President	Yes
Ms. Joan Peppard	Vice President	Yes
Ms. Emily Kelly	Council Member	Yes
Dr. Cyril Sullivan	Council Member	Yes
Mr. Martin Sisk	Council Member	No
Prof. Laura Sahm	Council Member	Yes
Mr. Martin Higgins	Council Member	Yes
Mr. John Given	Council Member	Yes
Mr. Rory O'Donnell	Council Member	No
Mr. Mark Jordan	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes (Online)
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	Yes (Online)
Ms. Geraldine Campbell	Council Member	Yes
Mr. Sean Reilly	Council Member	Yes (Online)
Ms. Marie Louisa Power	Council Member	Yes
Dr. Denis O'Driscoll	Council Member	Yes
Mr. Peter Dennehy	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	Yes (Online)
Dr. Ann McGarry	Council Member	Yes
Mr. Richard Hammond S.C.	Council Member	Yes
<b>Members of PSI staff and office holders in attendance included:</b>		
Ms. Joanne Kissane	Registrar	
Mr. Éanna Ó Lochlainn	Corporate Governance & Planning Officer	
Mr. John Bryan	Head of Community Pharmacy Assurance	
Ms. Damhnait Gaughan	Head of Practitioner Assurance	
Ms. Cora O'Connell	Professional Standards Manager	
Mr. Dan Burns	Head of Strategic Policy, Research and Communication	

Ms. Aoife Mellett	Head of Governance and Programme Delivery (Acting)
Dr. Cheryl Stokes	Head of Corporate Services

**Colour code: Red—for decision; Green—for discussion; Blue—for information**

**Agenda Item B – Declaration of Interest by Members of Council**

**Issue**  
**Declaration of interests by members of Council.**

**Information**  
 The President drew Council members’ attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of interests by members of the Council.

**Decision Approved and/or Action Requested by Council**  
 The President declared a conflict of interest with regard to agenda item I.3. Mr. Richard Hammond declared a conflict of interest with regard to agenda item G.3.

**Agenda Item C – Draft Minutes of Public Council Meeting No. 140**

**Issue**  
**The Draft Minutes of Public Council Meeting No.140 were tabled for approval by Council.**

**Information**  
 None.

**Decision Approved and/or Action Requested by Council**  
**Decision Approved:** Council approved the draft Minutes of the public session of Council meeting number 140 held on January 25th 2024, on the proposal of Mr Richard Hammond and seconded by Mr. John Given.

**Agenda Item D – Agreement on the Meeting Agenda**

**Issue**  
**The President noted that no matters had been tabled in advance under AOB.**

**Information**  
 None.

## Decision Approved and/or Action Requested by Council

No item was tabled for discussion under any other business.

### Agenda Item E.1 Registrar's Report.

#### Issue

The Registrar presented her Report to Council.

#### Information

Copies of the Report had been circulated to Council in advance of the meeting. The Registrar made a presentation to the Council highlighting some of the operational and strategic activities of the PSI and other stakeholders since the last meeting.

The Registrar drew Council's attention to amendments to Medicinal Products (Prescription and Control of Supply) Regulations 2003, introduced on March 1<sup>st</sup>, which enable the emergency supply of controlled drugs once certain criteria are met. She also highlighted those changes to the Medicinal Products (Prescription and Control of Supply) Regulations 2003 and the Regulation of Retail Pharmacy Business Regulations (S.I. 488 of 2008) arising from the first recommendation of the Expert Taskforce to support the expansion of the role of pharmacists.

Council was informed of the updated PSI Guidance on Pharmacy Governance roles, which was an item for approval at the meeting. One of the short-term recommendations proposed by the Workforce Intelligence Report was to publish guidance that clearly sets out the distinct responsibilities associated with each governance role within a retail pharmacy business.

With regard to the Business Transformation Programme, the Registrar noted that the Phase 2 requirements had been signed off with the supplier.

She invited questions from Council.

- Council queried if it was anticipated that there would be additional reimbursement for pharmacists arising from their extended role, as envisaged by the Expert Taskforce. The Registrar informed Council that this issue did not fall within the remit of the PSI and she was unable to comment on the matter.
- Council sought further information regarding the adaptation period for Third County Qualification Route (TCQR) applicants. Council was provided with further information related to ongoing work in this area and informed that a document with regard to the process would be tabled at the Council meeting scheduled for April 25<sup>th</sup>.
- In response to a question regarding Certificates of Professional Status (Good Standing), the Registrar noted that over 500 additional pharmacists had been added to the PSI Register in the last year, the highest number ever recorded in a single year.

- Council queried the language requirements for TCQR applicants. The Registrar informed Council that the PSI's standards were robust, had been benchmarked against EU standards, and were in line with other healthcare regulators.

Council queried with regard to Pharmaceutical Assistants' Continuing Professional Development (CPD) when it was anticipated that a CPD framework would be ready. The Registrar informed Council that work was ongoing. Once the relevant sections of the Regulated Professions (Health and Social Care) (Amendment) Act 2020 had commenced, delivery would be aligned with the procurement of a CPD provider for the CPD system for pharmacists.

#### **Decision Approved and/or Action Requested by Council**

The Report was noted by Council.

### **Agenda Item E.2 Update on Q1 implementation of the Service Plan 2024.**

#### **Issue**

Update on Q1 implementation of the Service Plan 2024.

#### **Information**

The Registrar provided Council with an update on the 2024 Service Plan. She invited questions from Council. Council had no questions.

#### **Decision Approved and/or Action Requested by Council**

Council noted the update.

### **Agenda Item E.3 . Update on the Development of the PSI's 2025 -2028 Corporate Strategy.**

#### **Issue**

The President provided Council with an update regarding the development of the PSI's 2025-2028 Corporate Strategy.

#### **Information**

Questions were invited from Council. Council had no questions.

#### **Decision Approved and/or Action Requested by Council**

Council noted the update.

### Agenda Item F.1 – Report to Council from the Business Transformation Project Programme Board

#### Issue

Report to Council from the Business Transformation Project Programme Board.

#### Information

Ms. Grainne Power, Chair of the Business Transformation Project Programme Board (BTPB), presented the Report to Council, a copy of which had been circulated before the meeting. She invited questions from Council. Council had no questions.

#### Decision Approved and/or Action Requested by Council

The Report was noted by Council.

### Agenda Item F.2 – Request for Approval of Revised Business Transformation Project Board Terms of Reference.

#### Issue

Request for Approval of Revised Business Transformation Project Board Terms of Reference.

#### Information

Ms. Power presented a draft of the revised Business Transformation Project Board Terms of Reference to Council, a copy of which had been circulated before the meeting. She noted a number of minor changes were being made, including the frequency of the Board's meetings. She invited questions from Council. Council had no questions.

#### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the draft revised Business Transformation Project Board Terms of Reference on the proposal of Ms. Marie Louisa Power, and seconded by Mr. Martin Higgins.

### Agenda Item G.1 – Report to Council from the Special Purposes Committee

#### Issue

Report to Council from the Special Purposes Committee.

#### Information

Ms. Katherine Morrow presented the Report to Council, a copy of which had been circulated in advance of the meeting. Questions were invited from Council. Council had no questions.

**Decision Approved and/or Action Requested by Council**

The Report was noted by Council.

**Agenda Item G.2 – Request for Approval from Council for the Performance Appraisal Process of the Registrar**

**Issue**

Request for Approval from Council for the Performance Appraisal Process of the Registrar.

**Information**

The Registrar recused herself from the meeting for this item. The President invited questions from Council regarding the appraisal process, a copy of which had been circulated to Council in advance of the meeting. Council had no questions.

**Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the Performance Appraisal Process of the Registrar on the proposal of Dr. Ann McGarry, seconded by Mr. Peter Dennehy.

**Agenda Item G.3 – Request for Approval from Council for Appointments to Advisory Committees**

**Issue**

Request for Approval from Council for Appointments to Advisory Committees.

**Information**

The Registrar returned to the meeting. Mr. Richard Hammond recused himself from the meeting for this agenda item. Council was asked to approve the appointment of Mr. Richard Hammond to the Regulatory and Professional Policy Committee.

**Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the appointment of Mr. Richard Hammond to the Regulatory and Professional Policy Committee on the proposal of Ms. Marie Louisa Power, seconded by Prof. Laura Sahm.

**Agenda Item G.4 – Request for Approval of Updated Terms of Reference of the Special Purposes Committee**

**Issue**

Request for Approval of Updated Terms of Reference of the Special Purposes Committee.

**Information**

Mr. Richard Hammond returned to the meeting. A copy of the updated Terms of Reference of the Special Purposes Committee had been circulated to Council in advance of the meeting. Questions were invited from Council by the President. Council had no questions.

**Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the updated Terms of Reference of the Special Purposes Committee on the proposal of Mr. John Given, seconded by Dr. Cyril Sullivan.

**Agenda Item H.1 – Report to Council from the Performance and Resources Committee**

**Issue**

Report to Council from the Performance and Resources Committee.

**Information**

Dr. Ann McGarry, Chair of the Performance and Resources Committee, presented the Report to Council, a copy of which had been circulated before the meeting, and invited questions from Council. Council had no questions.

**Decision Approved and/or Action Requested by Council**

The Report was noted by Council.

**Agenda Item H.2 – Request for Approval of the Performance & Resources Committee 2024 Work Plan.**

**Issue**

Request for Approval of the Performance & Resources Committee 2024 Work Plan.

### Information

A copy of the Performance & Resources Committee Workplan for 2024 had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council had no questions.

### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the Performance & Resources Committee Workplan for 2024 on the proposal of Prof. Laura Sahm, seconded by Ms. Geraldine Campbell.

### Agenda Item H.3 – Request for Approval of the Updated PSI Corporate Procurement Policy

### Issue

Request for Approval of the updated PSI Corporate Procurement Policy

### Information

A copy of the updated PSI Corporate Procurement Policy had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council had no questions.

### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the updated PSI Corporate Procurement Policy on the proposal of Mr. Richard Hammond, seconded by Mr. John Given.

### Agenda Item H.4 – Request for Approval of the Updated PSI Corporate Procurement Plan 2021-2024

### Issue

Request for Approval of the updated PSI Corporate Procurement Plan 2021-2024.

### Information

A copy of the updated PSI Corporate Procurement Plan 2021-2024 had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council queried what advice the PSI had received in relation to procurement. Council was informed that the PSI had engaged the services of a specialist procurement consultancy company to advise on procurement-related matters.

### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the updated PSI Corporate Procurement Plan 2021-2024 on the proposal of Mr. Richard Hammond, seconded by Dr. Cyril Sullivan.

### Agenda Item H.5 – Request for Approval of the ICT Strategy 2024-2027

#### Issue

Request for Approval of the ICT Strategy 2024-2027

#### Information

A copy of the ICT Strategy 2024-2027 had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council queried if, given EU Directive NIS 2 was due to come into effect on October 18th 2024, the PSI was ready to comply with its requirements. Council was informed that the Performance and Resources Committee were being updated on any changes needed for the PSI to achieve compliance.

### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the PSI ICT Strategy 2024-2027 on the proposal of Mr. Peter Dennehy, seconded by Dr. Cyril Sullivan.

### Agenda Item I.1 – Report to Council from the Regulatory and Professional Policy Committee.

#### Issue

Report to Council from the Regulatory and Professional Policy Committee.

#### Information

Ms. Grainne Power, deputising for Mr. Rory O'Donnell, Chair of the Regulatory and Professional Policy Committee, presented the Report to Council, a copy of which had been circulated before the meeting, and invited questions from Council. Council had no questions.

### Decision Approved and/or Action Requested by Council

The Report was noted by Council.

### Agenda Item I.2 – Request for Approval from Council of draft PSI Guidance on Pharmacy Governance Roles.

## Issue

Request for Approval from Council of draft PSI Guidance on Pharmacy Governance Roles..

## Information

A copy of the draft PSI Guidance on Pharmacy Governance Roles had been circulated before the meeting. Ms. Power invited questions from Council. Council expressed the view that the wording regarding the whole-time charge of Supervising Pharmacist lacked the clarity previously articulated during the PSI's roadshow events at which governance roles were discussed. The Registrar informed Council that the draft guidance document was principles-based, and risk assessment by the pharmacy owner and superintendent pharmacist would determine the level of professional cover required to be provided by the supervising pharmacist. Council suggested that it might be helpful to include working examples in accompanying webinars, videos and other supporting material, providing pharmacists with examples of how the principles could be implemented. Council agreed the draft document before them represented a considerable improvement on the 2008 document.

## Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the draft PSI Guidance on Pharmacy Governance Roles on the proposal of Mr. John Given, seconded by Mr. Richard Hammond.

### Agenda Item 1.3 – Request for Approval from Council of the draft MPharm Accreditation; (a) Policy (b) Standards.

## Issue

Request for Approval from Council of the draft MPharm Accreditation; (a) Policy, and (b) Standards.

## Information

The President excused herself from the meeting for this item. The Vice-President assumed the chair. Copies of the draft MPharm Accreditation Policy and Standards had been circulated to Council in advance of the meeting. Questions were invited from Council. Council queried whether the Accreditation Standards provided assurance that the accredited training programmes had appropriate measures in place to ensure applicants from diverse backgrounds, particularly those who required support in relation to a protected characteristic, were being met. It was confirmed that the Standards are appropriate and provide the framework to assure that relevant requirements are met in this area.

### **Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the draft MPharm Policy on the proposal of Dr. Cyril Sullivan, seconded by Mr. John Given.

**Decision Approved:** Council approved the draft MPharm Standards on the proposal of Ms Marie Louisa Power, seconded by Mr. John Given.

### **Agenda Item I.4 – Request for Approval from Council of proposed changes to the IOP Practice Review.**

#### **Issue**

Request for Approval from Council of proposed changes to the IOP Practice Review Policy.

#### **Information**

Copies of the proposed changes to the IOP Practice Review Policy had been circulated to Council in advance of the meeting. The proposed changes seek to assure that the policy position is congruent with the decision to suspend Practice Review, which was taken by the Council at its meeting on January 25th 2024. Council was invited to ask questions. No questions were raised.

### **Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the proposed changes to the IOP Practice Review Policy on the proposal of Mr. John Given, seconded by Mr. Richard Hammond.

### **Agenda Item I.5 - Request for Approval from Council of the Draft Regulatory and Professional Policy Committee Workplan 2024.**

#### **Issue**

Request for Approval from Council of the Draft Regulatory and Professional Policy Committee Workplan 2024.

#### **Information**

A copy of the Draft Regulatory and Professional Policy Committee Workplan 2024 had been circulated to Council in advance of the Meeting. Ms. Power invited questions from Council. Council had no questions.

**Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the draft Regulatory and Professional Policy Committee Workplan 2024 on the proposal of Ms. Joan Peppard, seconded by Ms. Marie Louisa Power.

**Agenda Item J. Any Other Business**

**Issue**

No item had been tabled for discussion under item D.

**Information**

None.

**Decision Approved and/or Action Requested by Council**

None.

**The Meeting concluded at 9:20 am.**

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**President**

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**Date**